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# *The Colonelette*



AMERICAN BUSINESS WOMEN'S ASSOCIATION  
KENTUCKY COLONEL CHAPTER  
Bowling Green, Kentucky

# THE COLONELETTE

VOL. XV

NO. 10

JUNE 1979

Chapter Chartered - June 1, 1964

The COLONELETTE is edited and published monthly by the Bulletin Committee of the KENTUCKY COLONEL CHAPTER, American Business Women's Association, Bowling Green, Kentucky.

## BULLETIN COMMITTEE

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Russellville, KY 42276  
Phone:

Paula Perring  
Co-Chairwoman  
Route 2, Box 138-½  
Alvaton, KY 42122  
Phone: 843-9324

## CHAPTER OFFICERS

President  
Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer

Mimi Burr  
Belle Hunt  
Jayne Heffington  
Christy Branstetter

Dinner Meeting - Fourth Tuesday  
6:30 P.M. - Social Hour  
7:00 P.M. - Dinner & Business Session  
Red Carpet Inn - Scottsville Road

OFFICIAL PUBLICATION - WOMEN IN BUSINESS

NATIONAL HEADQUARTERS

AMERICAN BUSINESS WOMEN'S ASSOCIATION  
9100 WARD PARKWAY  
KANSAS CITY, MISSOURI 64114

NATIONAL DIRECTORS

Founder	Hilary Bufton, Jr.
Executive Director	Mrs. Ruth Bufton
Asst. Executive Director	William H. Blair
Administrative Director	Mrs. Glorine Tuohey

COLORS: BLACK & GOLD

FLOWER: WHITE CARNATION

NATIONAL MOTTO

"Better Personality for Better Living"

NATIONAL THEME

"Positive Image"

PURPOSE

The purpose of the American Business Women's Association shall be to elevate the social and business standards of women in business by uniting them nationally for training designed to make them more efficient, more considerate, and more cooperative toward their work, their employers, and their customers, thereby increasing their earning ability, success and happiness.

1978-1979

NATIONAL OFFICERS

President	Vivian Lewis
National First Vice Pres.	Barbara Kiracofe
Secretary-Treasurer	Irene Caseldine
Vice-President-	Phyllis Waring
District II	

GUEST SPEAKER

Our guest speaker for this month is  
Mrs. Pat Glasscock.

Mrs. Glasscock is Vice President of G & H Appliance Sales & Service, Inc. She is a graduate of Western KY University and attended Auburn University College of Pharmacy. Mrs. Glasscock was a science teacher for 17 years, and was also co-founder and owner of Bowling Green Business College. She has held several offices in the KY Colonel Chapter and has participated on many committees. She is now a member of the Bowling Charter Chapter.

She enjoys doing needle craft, reading, traveling, gardening, and art. Pat is married to J. D. Glasscock and they raise Siamese Cats. Pat also teaches at the Anchored Christian School.



JUNE MEETING

DATE: June 26, 1979

TIME: 6:30 p.m. Social  
7:00 p.m. Dinner

PLACE: Red Carpet Inn

INVOCATION: Pat Wilson

PLEDGE OF ALLEGIANCE: Mary Grant

DINNER:

SPEAKER: Pat Glasscock

TOPIC: KY Colonel  
Chapter History

BUSINESS MEETING: Mimi Burr, President

BENEDICTION: Susan Carter

PRESIDENT SPEAKS

Dear Kentucky Colonel Members,

After last month's meeting, we have accomplished all but one of our Standard of Achievement requirements. This one being the submittal of nine bulletins to National BUT this one requirement will be behind us after the publication of this month's bulletin.

The month of June has been a busy one for us with our Boss Night Event, Chapter's Anniversary, but we still have more to come. After our June meeting, we will have accomplished Banner Chapter requirements No. 4-Boss Night; No. 5 Observe Chapter's Anniversary; No. 9-Single Ways and Means Project returning a minimum of \$400 or more net profit, Souvenir Program. We are well on our way to another year of receiving the Standard of Achievement Award and the Banner Chapter Award. Let's not quit now, we still have one month left in this fiscal year.

At our meeting this month, we will be electing our memembers to compose our Nominating Committee and our Auditing Committee will be selected. I have run copies listing the different standing committees and blank space where one may fill in special committees that are needed during the year's time. Please fill this form out and either turn it back in to me at the June meeting or at the July meeting. The purpose of this form is to help the newly elected Executive Board members fill the chairmanships of these committees for the coming year.

## PRESIDENT SPEAKS (cont'd)

I wish to thank Vickey for a great job done on our Boss Night Event and all our members for helping her and helping to make our Boss Night another great one. Remember, at our July meeting we will have our election of new officers for the coming year.



ANNIVERSARY HIGHLIGHTS

The Kentucky Colonel Chapter of ABWA was chartered June 3, 1964, with 26 members, under the supervision of Jean Fulkerson.

The newly organized chapter completed its year of requirements within the remaining three months, July, August, and September, 1964, to receive the standard of achievement and banner chapter awards at the national convention in 1964 and has since earned these awards annually. In 1972, the "Star Award" was earned by the Kentucky Colonel Chapter, in addition to the standard and banner awards.

Kentucky Colonel Chapter earned the Scrapbook award at the South Eastern District meeting in 1965. The Bulletin Award was received at the district meeting in 1968. Chapter member Jean Fulkerson was elected to serve as the South Eastern Vice President for the year 1967-1968, at the National Convention in 1967.

In 1976 we completed #14 on our Banner Chapter Award by sponsoring a Torchbearer Chapter which is called Hilltopper '76 and was installed June 14, 1976 with 34 members by Mrs. Alnoma Dinger, National President of ABWA.

This makes the third ABWA Chapter here in Bowling Green, KY: The Bowling Green Charter Chapter 1960, KY Colonel 1964; Hilltopper '76 1976.

Educating young women in business is one of the main objectives of ABWA and KY Colonel Chapter has awarded more than \$1,400. in scholarships in the past 15 years.

Anniversary Highlights (cont'd)

Lucille Walton is the only Charter Member of the Kentucky Colonel Chapter. Presently there are 26 Active Members in the Kentucky Colonal Chapter with the following earning perfect attendance this year.

Lucille Walton	19 yrs.
Peggy Richardson	6 yrs.
Peggy Sharer	4 yrs.
Pat Cole	4 yrs.
Mimi Burr	4 yrs.
Christy Branstetter	2 yrs.
Carolyn Davis	1 yr.
Rhonda Walker	1 yr.
Vickey Branstetter	1 yr.
Linda Thompson	1 yr.

1978-1979  
Kentucky Colonel  
Officers & Committee  
Chairpersons

President	Mimi Burr
Vice President	Belle Hunt
Recording Secretary	Jayne Heffington
Corresponding Secretary	
Treasurer	Christy Branstetter
Hopsitality	Rhonda Walker
Program	Mary Perry
Membership	Peggy Sharer
Bulletin	Jackie Woodward
Scrapbook	Peggy Richardson
Public Relations	Mary Jane Garrett
Education	Phyllis Belcher
Ways & Means	Carolyn Davis
Fall Enrollment Event	Selma Ray
Boss Night	Vickie Branstetter
Woman of the Year	Lucille Walton
Spring Enrollment Event	Brenda Keith

HOSTESSES

JUNE

Mimi Burr & Christy  
Branstetter

JULY

Pat Cole and Mary  
Perry



INVOCATION

Lord, in the quiet of this evening hour, We  
come to The for Wisdom and for Power; To view  
thy world through only love-filled eyes; To  
grow in understanding; to be wise and sure  
to see Thy guiding light, and thus to know  
each other as Thou knowest us.

AMEN

BENEDICTION

O Guiding Spirit, Guardian of our days, Be  
with use as we go our separate ways, Help  
us to feel those thoughts that lift and bless,  
To know a closer bond of friendliness, To  
see thy beauty always - everyday, Translated  
into living - this we pray.

AMEN

ROSTER

Belcher, Phyllis  
Lot 44 Mobile Terrace  
Youth Employment & Training Program  
Res. 781-4024  
Bus. 781-6170 Ext. 207

Branstetter, Christy (Porter) Mike  
613 East 11th Street  
Air-Con Industries  
Res. 781-6569  
Bus. 842-6125

Branstetter, Vickey Robert  
2423 Bluegrass Drive  
Western Kentucky University  
Res. 782-3843  
Bus.

Burr, Mimi  
Lot 40 Kentucky Gardens Trailer Park  
G. Reynolds Watkins Consulting Engineers, Inc.  
Res. 781-2864  
Bus. 781-6250

Carter, Susan Rod  
Route 11, Box 114, Cumberland Circle  
Air-Con Industries  
Res. 842-5561  
Bus. 842-6125

Cole, Pat  
Willow Creek Apartments, P-5  
1029 Shive Lane  
Southeastern Utilities, Inc.  
Res. 843-1617  
Bus. 843-2261

Roster (cont'd)

Davis, Carolyn  
Route 6, Box 54, Glasgow, KY  
Full Employment Commission & WKU  
Res. 427-3538  
Bus. 781-4354

Garrett, Mary Jane (Martin) Johnny  
1611 Vosswood Way  
Monarch Environmental  
Res. 781-7805  
Bus. 781-0781

Grant, Mary Dale  
Route 13, Box 224-A  
Bowling Green Business College  
Res. 781-8171  
Bus. 842-6556 Ext. 3

Guthrie, Georgia James  
Route 12, Box 357  
American National Bank  
Res. 777-3281  
Bus. 781-6111 Ext. 339

Heffington, Jayne (Pitts) Geno  
Route 4, Box 325  
G. Reynolds Watkins Consulting Engineers, Inc.  
Res. 843-8716  
Bus. 781-6250

Hunt, Belle (Lady) Mike  
Route 11, Box 108  
Butler County School System  
Res. 781-4650

Roster (cont'd)

Jacobs, Chris      Kenneth  
3024 Hunting Creek Drive

Res. 842-2555

Bus.

Keith, Brenda  
Route 14, Detour Road  
Sears Department Store  
Res. 781-3064  
Bus. 842-2481

Perring, Paula      Rondel  
Route 2, Box 138½      Alvaton, KY  
Taylor Management Service  
Res. 843-9324  
Bus. 782-1582

Perry, Mary (Stockton)      Marvin  
Route 2, Pleasant Hill Road  
Department for Human Resources  
Res. 781-4556  
Bus. 781-6170      Ext. 239

Perry, Sandy  
719-B Lynwood Drive  
American National Bank  
Res. 781-9942  
Bus. 781-6111      Ext. 243

Richardson, Peggy (Whittle)  
412 Thames Avenue  
Monarch Environmental  
Res. 781-2512  
Bus. 781-0781



Roster (cont'd)

Sharer, Peggy (Hudson)     Jerry  
1200 West Meade  
Fire Control Company  
Res. 842-0967  
Bus. 781-3331

Thompson, Linda C.     Jessie  
1824 Curling Way  
Scotty's Construction, Inc.  
Res. 781-3207  
Bus. 781-3998

Walker, Rhonda  
1225 College Street, BO-2  
Union Underwear  
Res. 782-3478  
Bus. 781-6400

Walton, Lucille (Wiley)     Herman  
1700 South Sunrise  
Walton Beauty Shop  
Res. & Bus. 843-4705

White, Cindy (Swigart)     Court  
1608 Highland Way  
Cook & Taylor CPA  
Res. 781-4218  
Bus. 781-3470

Wilson, Pat     Willard  
921 Meadowwood Drive  
Man Power Training Service  
Res. 781-6290  
Bus. 781-3356

Roster (cont'd)

Woodward, Jackie (Hall) Gary  
615 Rhea Boulevard, Russellville, KY  
Kentucky Department of Revenue  
Res.  
Bus. 842-6131

Woosley, Terry  
1721-D Highland Way  
Bale Tire Centers  
Res. 781-6739  
Bus. 781-1576

STANDARD CHAPTER BYLAWSArticle IV. Officers

Section 2: The officers of this chapter shall be elected at the July meeting and shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The officers shall be elected by ballot to serve for one year or until the next official chapter election. The term of office shall begin at the close of the election meeting. No elected officer shall succeed herself in the same office.

Section 3: The PRESIDENT of the chapter shall be its authorized leader. She shall preside at all meetings of the chapter and the Executive Board. She shall appoint, with the approval of the Executive Board, all committees, except the Nominating Committee.

Section 4: The VICE PRESIDENT shall be the official hostess of the chapter and custodian of chapter properties. In the absence of the President, she shall preside at all meetings of the chapter and perform all necessary duties of the office.

Section 5: The RECORDING SECRETARY shall record the minutes of each meeting of the chapter and of the Executive Board, and shall keep an accurate and complete record of all proceedings of the meetings.

Section 6: The CORRESPONDING SECRETARY shall conduct the general chapter correspondence.

SECTION 7: The TREASURER shall have custody of the funds of the chapter, and shall collect local chapter dues.



ABWA CHAPTER ELECTION PROCEDURES

Our Chapter election will be held at our July meeting. The following is important information concerning our election that should be read before our election takes place.

DETERMINING A QUORUM

A. The presiding officer determines the number of eligible voters present in accordance with Article IX of the Standard Chapter By-laws.:

"A quorum of the chapter shall not be less than one-third of the chapter membership. A quorum must be present for the valid transaction of chapter business. The right to vote is limited to chapter members in good standing who are actually present at the time a vote is taken at a meeting."

B. The number of members present who are eligible to vote is recorded by the Recording Secretary.

ELIGIBILITY REQUIREMENTS FOR CANDIDATES & BALLOTING INSTRUCTIONS

A. Prior to the report of the Nominating Committee, the presiding officer reads the following to the membership:

1. Candidates for Chapter President MUST be gainfully employed.



Election Procedures (cont'd)

2. It is recommended that candidates for the offices of Vice President, Recording Secretary, Corresponding Secretary, and Treasurer also be gainfully employed.

3. No elected officer shall succeed herself in the same office.

4. Appointed officers are eligible for nomination and election to the office to which they were appointed.

5. All candidates for office must be in good standing nationally and locally, and on the active roster of the chapter.

6. Written ballots for each chapter office shall be cast separately, in sequence -- President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

7. The number of ballots cast for each candidate and the results of that balloting will be made known to the members present before proceeding to the election of the next officer.

8. A MAJORITY OF VOTES CAST IS NECESSARY FOR ELECTION.

9. If any one candidate does not receive a majority vote, then a run-off election shall be held between the two (2) candidates receiving the highest number of votes.

10. Should the run-off election result in a tie, the balloting shall continue by written ballot until one candidate receives a majority vote.

Election (cont'd)

IV. NOMINATING COMMITTEE REPORT

A. The Nominating Committee Chairman reads the committee's report, naming the candidates for each of the five chapter offices.

B. The Nominating Committee Chairman gives a written copy of the slate to the presiding officer, along with the supplies necessary for balloting.

Election (cont'd)

V. APPOINTMENT OF TELLERS

A. The presiding officer appoints three tellers.

1. No member named as a candidate in the report of the Nominating Committee should be appointed as a teller.

2. Should a member who has been named as a teller be nominated for office from the floor, she should not participate in counting the ballots for that office.

B. The first teller appointed is the chairman.

C. The tellers are informed of the number of eligible voters present, and this number is recorded.

VI. BALLOTING

A. The presiding officer reads from the written report of the Nominating Committee the names of the candidates for the office of President.

B. The presiding officer asks for nominations from the floor.

1. Any member meeting the eligibility requirements is eligible to be nominated from the floor whether or not she has been named as a candidate in the report of the Nominating Committee.

Election (cont'd)

2. Nominations should not be closed as long as nominations are forthcoming.

C. The tellers distribute the ballots.

D. The members vote.

E. The tellers collect and count the ballots.

F. The ballots are placed in an envelope with the name of the office on the outside. The envelope is sealed.

## VII. TELLERS' REPORT

A. The tellers prepare a report using the following format:

Number of votes cast. . .

Necessary for election. .

Mary Smith received . . .

Jane Jones received . . .

Louise Williams received. \_\_\_\_\_

B. The chairman of the tellers addresses the chair and reads the tellers' report. The exact number of votes received by each candidate should be accurately reported to the membership.

C. The chairman hands the report to the presiding officer without declaring who has been elected.



Election (cont'd)

## VIII. ANNOUNCEMENT OF ELECTION TO OFFICE

A. The presiding officer announces to the chapter: "A majority of the votes cast is necessary for election. By your ballots you have elected Mary Smith, President."

B. If there are any questions about the balloting for this office they should be stated at this time.

1. A majority vote of the chapter members in attendance is necessary to order a recount of the ballots.

2. Should a recount be ordered, it must take place immediately.

## IX. DESTROY ALL BALLOTS FOLLOWING THE COMPLETION OF THE ELECTION

## X. INSTRUCTIONS FOR INSTALLATION OF NEW OFFICERS

A. Instructions for conducting the installation of new officers are in the PROCEDURE MANUAL of ABWA under "Officer Installation Ceremony." The wording in this ceremony is appropriate for use by the outgoing President. If the outgoing President is not the presiding officer at the election meeting, or if another member is designated to install the new officers, the wording in this ceremony will need to be adjusted accordingly.

Election (cont'd)

B. Under no circumstances is installation delayed. If a duly elected officer is not present to be installed, she should be given the oath of office at the next meeting immediately after the meeting is called to order.

C. Following the Installation Ceremony, each officer is to be given her envelope of materials, as well as the envelopes for the committees of which she is sponsor. (National Headquarters does not send materials for officers or chairmen to the Charter President prior to the three-month election since it could cause unnecessary duplication.)

All outgoing officers and chairmen are responsible for delivering their materials and records to their successors within one week of the expiration of their term of office.

#### XI. EFFECTIVE DATE OF ELECTION

A. Election to an office becomes final immediately if the candidate is present and does not decline, or if she is absent but has consented to her candidacy.

B. If a newly-elected officer is not present, she should be notified promptly of her election. An officer-elect takes possession of her office immediately whether or not she has been present for the formal installation service.

Election (cont'd)XII. RECORDING THE ELECTION AND REPORTING  
TO NATIONAL HEADQUARTERS

A. The Recording Secretary enters the tellers' report in full on Addendum #3, Report of the Election Meeting (3 copies), to be given her by the presiding officer. One copy of this form is to be attached to each copy of the minutes of the chapter meeting, thereby becoming part of the official chapter record.

B. The newly-elected Corresponding Secretary sends the names of the newly elected officers to National Headquarters on the Election Report provided within twenty-four hours of the election.



NOMINATING COMMITTEE

A NOMINATING COMMITTEE OF THREE (3) SHALL BE ELECTED BY THE VOTE OF THE MEMBERSHIP ONE MONTH PRIOR TO THE ELECTION OF CHAPTER OFFICERS. NOMINATIONS SHALL BE MADE FROM THE FLOOR BY ANY CHAPTER MEMBER. THE CHAPTER PRESIDENT IS NOT ELIGIBLE TO SERVE ON THIS COMMITTEE.

The election of the Nominating Committee is conducted like any chapter election, except that all nominations are made from the floor and voting need not be by ballot. To be elected to the Nominating Committee, the nominee must receive a majority of the votes cast. The first member elected to this committee serves as Nominating Committee Chairman.

Following the election of the Nominating Committee, the chapter shall determine whether or not the slate of candidates will be published prior to the election meeting. This decision is made by a majority vote of the membership.

THE NOMINATING COMMITTEE SHALL. . . .

I. SELECT A SLATE OF TWO OR MORE ELIGIBLE CANDIDATES FOR EACH OF THE FIVE CHAPTER OFFICES.

The Nominating Committee is responsible for providing the chapter with the best possible candidates for office. Members of the chapter should be encouraged to share their ideas on prospective nominees with the committee, either in person or by mail.



Election (cont'd)

All suggestions should be carefully reviewed by the committee, although it is not obligated to accept the suggested names. This committee works independently and no officer nor member, other than those on the committee, should attend committee meetings or influence the committee's decisions.

A. Know the eligibility requirements for chapter offices:

1. All candidates must be in good standing nationally and locally and on the active roster of the chapter. Obtain a roster of active members from your Membership Chairman.

2. Candidates for the office of Chapter President MUST be gainfully employed. It is recommended that candidates for other chapter offices also be gainfully employed.

3. No elected officer shall succeed herself in the same office. Charter officers who are appointed and officers who are appointed to complete a term of office are eligible to succeed themselves in the office to which they were appointed.

4. Members of the Nominating Committee may be nominated as candidates for office.

B. Select two or more candidates for each office who meet the eligibility requirements listed.

Election (cont'd)

In preparing a slate of candidates to be presented to the membership, the Nominating Committee will want to consider the following qualifications:

1. The ability and commitment to promote the interests of the chapter and the Association.
2. The capacity to work well with others.
3. Any special qualifications for leadership.
4. Past experience.
5. Past performance.
6. Record of attendance at meetings.
7. Knowledge of the Association's purpose and programs.
8. Personal qualities which will represent the chapter and the Association well in the community.

When you are certain that all candidates meet the eligibility requirements, contact each and obtain her permission to place her name on the slate.

C. If the chapter membership voted to announce the slate of candidates before the election meeting, the committee prepares the slate for written publication:

1. In the chapter bulletin.
2. Other written communication to all chapter members.

Election (cont'd)

The committee should not divulge the candidates' names to any officer or chapter member, if the membership voted not to publish the slate.

D. Secure: 1) slips of paper to be used in balloting at the chapter's election meeting; 2) five envelopes, each marked with the name of one chapter office; 3) sheets of paper to be used to record the tellers' report.

II. REPORT THE SLATE OF CANDIDATES AT THE ELECTION MEETING, AND GIVE A WRITTEN COPY OF THE SLATE TO THE PRESIDING OFFICER.

At the election meeting, the Nominating Committee Chairman reads the slate of candidates. She then gives the presiding officer a written report and the election materials listed above. The duties of this committee terminate at this time.



AUDITING COMMITTEE

The AUDITING COMMITTEE shall. . .

1. Following its appointment, meet no later than two weeks prior to the chapter's next meeting.

2. Audit the records of the Treasurer:

- a. During the final month of her term;
- b. Whenever a vacancy occurs;
- c. When otherwise deemed necessary by the Executive Board.

3. Complete the audit and return the records to the Treasurer prior to the chapter's next meeting.

4. Prepare and present its report to the chapter membership.